

EFFECTIVE

April 1, 1999.

PURPOSE

To inform local offices of the following:

SUBJECT

1. Adult Services Manual (ASM) and Adult Services Bulletins (ASB) now Online
2. Online Manual Resources
3. Manual Maintenance

**1. ASM & ASB
ONLINE**

The Adult Services Manual (ASM) is now Online and can be viewed using Frameviewer. The initial release of the ASM reflects policy changes prior to January 1, 1999. Although this is the initial release for the OLM, it is the second release for Adult Services for 1999. Other updates will be included in the next OLM release. Hardcopies of the ASM will be provided only for those agencies outside of FIA.

**2. ONLINE
MANUAL
RESOURCES**

There are several resources available to help the new Online Manuals (OLM) user with retrieval:

- L-97-122 (ASSIST - obsolete 10/97) has been reproduced and added to the Adult Services Home Page. It includes brief instructions for ASSIST OLM access, navigation and printing.
- OLM instructions are part of a Computer Based Training (CBT) package for ASSIST. Your ITT or LOE can install this for you. Only 46 pages of the CBT pertain to OLM.
- ASSIST User Manual (AUM) 050 provides instructions for How TO Use This Manual, Accessing the User Manual from the OLM Icon and Navigation in the AUM Group.

- AUM 100 provides additional information such as View a Specific As of Date, or Policy Type; View information About an Item or View the Date of the Last Change.

3. MANUAL MAINTENANCE

For those not familiar with OLM maintenance the list of items at the end of this bulletin may seem lengthy and inappropriate. It is important that you understand that this list is computer generated for each item that is updated in a specific release. Every item in this release is considered updated since this is the initial release of the Online version. Every item is therefore included in manual maintenance.

Each item in the manual maintenance list is a link that will jump to the item when clicked on. As future revisions are added only the items revised or added will show up in manual maintenance. Deleted items will show in a separate list.

**MANUAL
MAINTENANCE
INSTRUCTIONS****Added Items ...**

**ASM 311
ASM 312
ASM 313
ASM 314
ASM 315
ASM 331
ASM 332
ASM 333
ASM 334
ASM 361
ASM 362
ASM 363
ASM 364
ASM 365
ASM 371
ASM 372
ASM 373
ASM 374
ASM 375A
ASM 375B
ASM 375C
ASM 375D
ASM 375E
ASM 375F
ASM 375G
ASM 375H
ASM 381
ASM 382
ASM 383
ASM 385
ASM 391**